



JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111

JOB OPPORTUNITY Number 04-208

WISCONSIN ARMY NATIONAL GUARD

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 8 December 2004	CLOSING DATE: 22 December 2004
POSITION: Training Technician, Position Description Control Number R0224100, GS-1702-11/9	LOCATION: 332 nd Support Center (RAOC) Berlin, WI
SALARY RANGE: GS-11, \$48,947 to \$63, 629 annually GS-9, \$40,545 to \$52,591 annually	TYPE OF APPOINTMENT: Excepted - Permanent

Also on our web site at: <http://dma.wi.gov/tech.asp>

This position is open to on-board technicians currently employed by the WI Army National Guard.
Relocation expenses will be paid.

***** ELIGIBILITY/NOTES *****

MILITARY MEMBERSHIP REQUIREMENTS: This position is only open to an on-board Commissioned Officer currently employed by the Wisconsin Army National Guard. Must be a U.S. citizen. Veteran's preference does not apply to positions in this agency. **Military Grade:** The maximum grade available is O-4. Individual must remain in current unit of assignment. Upon appointment, selectee must be eligible (DA Pam 611-21) to be assigned to one of the following compatible AOC's: 01A or 02A, or predominant MOS of the organization.

- The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- Multiple grades will be certified to the Selecting Supervisor for consideration. If appointment is made below the target grade (WG-11), non-competitive promotion action may be taken after certification by the Selecting Supervisor that the incumbent has adequately mastered the higher level(s) and the mandatory qualifications have been met.
- Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.
- SELECTED INDIVIDUAL MUST PASS A PREPLACEMENT PHYSICAL PRIOR TO APPOINTMENT.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

***** REQUIRED QUALIFICATIONS *****

Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. *Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. **General Experience:** Progressively responsible clerical experience or other work which demonstrated the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position. **Specialized Experience:** **GS-11:** Must have One (1) year of experience at the GS-9 level. **GS-9:** Must have Twenty-four (24) months of specialized experience which has demonstrated the following knowledge, skills, abilities (KSAs):

GS-9/11:

- a. Ability to develop, administer and evaluate education/training programs.
- b. Ability to secure facilities and coordinate training.
- c. Ability to gather data and compile plans and reports.
- d. Ability to coordinate and control testing programs.

Substitution of Education for Specialized Experience: High school graduate or the equivalent may be substituted for three months of specialized experience. Education in schools above high school level may be substituted for experience on

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the basis of one academic year of study. (i.e., 36 weeks of substantially fulltime study, or 30 semester hours, or the equivalent) for 12 months of the required experience. For experience required in excess of 24 months, education in schools above the high school level may be substituted at the rate of one academic year of education for six months of experience. Each 30 semester hours credited must have included at least 6 semester hours of courses which are directly related to the type of work of the position.

Evaluation Method: All applicants will be initially screened against the general qualifications and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

Brief Description of Duties and Responsibilities: Develops and maintains (e.g., contingency plans, standing operations procedures (SOP), mobilization plans, etc) to be used for effective mobilization and operation of the unit in an overseas location. Assures that policies of the State Adjutant General and guidance of the Department of the Army and the designed overseas command are followed in preparation of plans. Visits the assigned overseas command to coordinate plans, to determine resources available and to conduct reconnaissance of the assigned sector. Coordinates plans with the State Headquarters staff. Determines training program goals and develops training programs of the ROAC which enhance the tactical and operation capabilities of individuals in the unit. Evaluates effectiveness and results of programs and makes recommendations to RAOC Commander. In coordination with representatives of the gaining command, plans yearly training activities such as Computer Assisted Map Maneuver System (CAMMS), command post exercises which are linked by communications with simultaneous exercise of the overseas command, and annual training periods which often are in the overseas area. Determines what supplies and equipment are needed for training and takes necessary action to insure they are available and on hand at the appropriate time.

*** HOW TO APPLY ***

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

(Incomplete applications will not be accepted)

- Announcement number and title of the position for which you are applying.
 - Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
 - Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
 - A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
 - **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all of pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
 - For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
 - High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). To insure credit for education you must include a copy of your transcript(s).
 - Applicants should include a DMA Form 181 or Standard Form 181.
 - Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- * Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date you may fax or e-mail fedhrfeedback@wi.ngb.army.mil an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HR no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

Federal Civil Service Benefits Available: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

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